

THULAMELA LOCAL MUNICIPALITY



ANNEXURE A

**FINAL PERFORMANCE PLAN
2024/25**

CHIEF FINANCIAL OFFICER: MUFAMADI A.C

AC M.F.

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1. LEGISLATION

The following legislation governs the development of the SDBIP and Performance management plan and functions within the Municipal Managers Office.

a. Legislation Governing the Development of the SDBIP and Performance Contracts of Section 57 Managers

- **Municipal Finance Management Act 56 of 2003 (MFMA)**, requires municipalities to develop Service Delivery and Budget Implementation Plan (SDBIP) and must be signed by the Mayor within 28 days after the budget has been approved.
- **Municipal Systems Act 32 of 2000**, requires municipalities to develop Performance Management Plan that must be reviewed quarterly. The performance management plan must be aligned to the IDP and indicate measurable and realistic targets for each Key Performance Indicator.
- **Performance Regulations, 2006, for managers reporting to the municipal manager and the municipal manger**, outlines the process of the development of Performance agreements. The MFMA, 56 of 2003, further requires that Section 56 manager and municipal manager must develop performance agreement that must be signed by the municipal manager and the Mayor respectively. This Performance plans must be linked to the SDBIP, IDP and Budget.

b. Legislation Governing the departmental Functions:

- The Constitution
- The Municipal System Act, 32 of 2000
- The Municipal Structures Act
- Municipal Finance Management Act 56 of 2003
- Performance regulations of 2006

2.STRATEGIC OBJECTIVES

Chapter two of the IDP indicates Municipal Strategic Objectives which further indicates what the municipality needs to achieve. These strategic objectives were developed to ensure that all National Key Performance Areas are addressed.

Table A: Strategic Objectives are as follows:

KPA	STRATEGIC OBJECTIVES
1. Municipal Institutional Development and Transformation	To increase institutional capacity, efficiency and effectively
2. Basic Service Delivery	Improve access to sustainable service delivery
3. Local Economic Development (LED)	Promote Economic Development
4. Municipal Financial Viability and Management	Sound Financial Management Viability
5. Good Governance and Public Participation	Improve Good Governance and Administration
6. Spatial Rationale	Integrated spatial & human settlement

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BUDGET AND TREASURY

KPI KPA1: MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION: KPA WEI3HT = 12 %

STRATEGIC OBJECTIVE: TO INCREASE INSTITUTIONAL CAPACITY, EFFICIENCY AND EFFECTIVELY

INDICATOR NO.	KEY PERFORMANCE INDICATORS/MEASURABLE OBJECTIVE	BASELINE 2023/24	ANNUAL TARGETS	PROGRAM ME	FUNDING SOURCE	BUDGET	1 ST QUARTER TARGETS	2 ND QUARTER TARGETS	3 RD QUARTER TARGETS	4 TH QUARTER TARGETS	PORTFOLIO OF EVIDENCE
1.	Number of departmental meetings conducted by June 2025	10	10 departmental meetings to be conducted by June 2024	Budget and Treasury	Own Funding	OPEX	3 departmental meetings conducted	2 departmental meetings conducted	2 departmental meetings conducted	2 Departmental meetings conducted	Minutes and attendance register of the meetings
2.	To purchase Notes and Coins counting machines by June 2025	New indicator	5 Notes and Coins counting machines purchased by June 2025	Revenue Services	Own Funding	R50 000	Specification and Advertisement	Issuing of Order	5 Notes and Coins counting machines purchased	N/A	Specification, Advertisement, Order and Proof of Payment
3.	Number of Laptops & Computers purchased by June 2025	New indicator	10 Laptops & 10 computers purchased by June 2025	Budget and Treasury	Own Funding	R200 000	Specification & advertisement	Appointment of service provider	10 Laptops & 10 computers purchased	N/A	Specification, Advertisement, appointment letter, Order, Proof of Payment

BUDGET AND TREASURY

KPA 2: BASIC SERVICE DELIVERY: KPA WEIGHT =15%

STRATEGIC OBJECTIVE: IMPROVE ACCESS TO SUSTAINABLE SERVICE DELIVERY

INDICATOR NO.	KEY PERFORMANCE INDICATORS/MEASURABLE OBJECTIVE	BASELINE 2023/24	ANNUAL TARGETS	PROGRAMME	FUNDING SOURCE	BUDGET	1 ST QUARTER TARGETS	2 ND QUARTER TARGETS	3 RD QUARTER TARGETS	4 TH QUARTER TARGETS	PORTFOLIO OF EVIDENCE
1.	Number of reports on tenders awarded within 90 days from the closing date by June 2025	4	4 reports on tenders awarded within 90 days from the closing date by June 2025	Supply Chain Management	Own Funding	OPEX	1 report on tenders awarded within 90 days from the closing date	1 report on tenders awarded within 90 days from the closing date	1 report on tenders awarded within 90 days from the closing date	1 report on tenders awarded within 90 days from the closing date	Tender Register
2.	Number of DMP reports prepared and submitted to EXCO by June 2025	New indicator	12 DMP reports prepared and submitted to EXCO by June 2025	Supply Chain Management	Own funding	OPEX	3 DMP reports prepared and submitted to EXCO	3 DMP reports prepared and submitted to EXCO	3 DMP reports prepared and submitted to EXCO	3 DMP reports prepared and submitted to EXCO	DMP reports, minutes of the meeting
3.	Number of indigents households earning less R 3500 per month that receives free basic waste services by June 2025	New indicator	1450 indigent households earning less R3500 per month that receives free basic waste services by June 2025	Revenue Management	Own funding	OPEX	1450 indigent household s earning less R3500 per month that receives free basic waste services	1450 indigent household s earning less R3500 per month that receives free basic waste services	1450 indigent household s earning less R3500 per month that receives free basic waste services	1450 indigent households earning less R3500 per month that receives free basic waste services	Beneficiary list
4.	Percentage of Indigents household earning less than R3500 per month that are receiving free basic electricity by June 2025	999	100 % indigent households earning less than R 3500 per month that receive free basic electricity by June 2025	Revenue Management	Own funding	OPEX	100 % indigent household s earning less than R 3500 per month that receive free basic electricity	100 % indigent household s earning less than R 3500 per month that receive free basic electricity	100 % indigent household s earning less than R 3500 per month that receive free basic electricity	100 % indigent households earning less than R 3500 per month that receive free basic electricity	Beneficiary list

BUDGET AND TREASURY

KPA 3: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT; KPA WEIGHT= 58%

STRATEGIC OBJECTIVE: SOUND FINANCIAL MANAGEMENT & VIABILITY

INDICATOR NO.	KEY PERFORMANCE INDICATORS/MEASURABLE OBJECTIVE	BASELINE 2023/24	ANNUAL TARGETS	PROGRAMME	FUNDING SOURCE	BUDGET	1 ST QUARTER TARGETS	2 ND QUARTER TARGETS	3 RD QUARTER TARGETS	4 TH QUARTER TARGETS	PORTFOLIO OF EVIDENCE
1.	Percentage of payment made to creditors within 30 days by June 2025	100%	100% Payment made to creditors within 30 days by June 2025	Expenditure Management	Own Funding	OPEX	100% Payment made to creditors within 30days	100% Payment made to creditors within 30days	100% Payment made to creditors within 30days	100% Payment made to creditors within 30days	Creditor Ageing analysis
2.	Number of creditor reconciliations prepared by June 2025	12	12 creditors reconciliations prepared by June 2025	Expenditure Management	Own Funding	OPEX	3 creditors reconciliations prepared	3 creditors reconciliations prepared	3 creditors reconciliation prepared	3 creditors reconciliations prepared	Creditors Reconciliations
3.	Percentage of revenue collected on total billing by June 2025	45%	45% revenue collected on total billing by June 2025	Revenue Management	Own Funding	OPEX	45% revenue collected on total billing	45% revenue collected on total billing	45% revenue collected on total billing	45% revenue collected on total billing	Debtors' payment Report
4.	Number of Reports on debt collected prepared by June 2025	4	4 Report of debt collected prepared by June 2025	Revenue Management	Own Funding	OPEX	1 Report of debt collected and prepared	1 Report of debt collected and prepared	1 Report of debt collected and prepared	1 Report of debt collected and prepared	Debtors' collection Report
5.	To update indigent, Register quarterly by June 2025	1	Indigent register updated quarterly by June 2025	Revenue Management	Own Funding	OPEX	Indigent register updated	Indigent register updated	Indigent register updated	Indigent register updated	Updated Indigent Register
5.	Number of physical assets verification conducted by June 2025	2	2 physical assets verification conducted by June 2025	Assets Management	Own Funding	OPEX	N/A	N/A	1 physical assets verification conducted	1 physical assets verification conducted	Asset verification report

FINAL PERFORMANCE PLAN: CHIEF FINANCIAL OFFICER 2024-25

INITIALS: *AC* *MT*

INDICATOR NO.	KEY PERFORMANCE INDICATORS/MEASURABLE OBJECTIVE	BASELINE 2023/24	ANNUAL TARGETS	PROGRAMME	FUNDING SOURCE	BUDGET	1 ST QUARTER TARGETS	2 ND QUARTER TARGETS	3 RD QUARTER TARGETS	4 TH QUARTER TARGETS	PORTFOLIO OF EVIDENCE
7.	To update Assets, register quarterly by June 2025	1	Assets register updated	Assets Management	Own Funding	OPEX	Assets register updated quarterly	Assets register updated quarterly	Assets register updated quarterly	Assets register updated quarterly	Updated Assets Register
8.	Percentage of unauthorized, irregular, and fruitless expenditure managed & maintained quarterly by June 2025	New indicator	100% unauthorized, irregular, and fruitless expenditure managed & maintained quarterly by June 2025	Supply Chain Management	Own Funding	OPEX	100% unauthorized, irregular, and fruitless expenditure managed & maintained quarterly	100% unauthorized, irregular, and fruitless expenditure managed & maintained quarterly	100% unauthorized, irregular, and fruitless expenditure managed & maintained quarterly	100% unauthorized, irregular, and fruitless expenditure managed & maintained quarterly	Unauthorized, irregular, and fruitless expenditure reports
9.	To prepare & submit Annual Financial Statement to AGSA, COGHSTA, Provincial and National Treasury by August 2024	1	Annual Financial Statement prepared & submitted to AGSA, COGHSTA, provincial & National Treasury by August 2024	Budget and Treasury	Own Funding	OPEX	Annual Financial Statement prepared & submitted to AGSA, COGHSTA, provincial & National Treasury	N/A	N/A	N/A	Signed proof of submission of AFS to AGSA, COGHSTA, Provincial & National Treasury
10.	Number of bank reconciliations prepared by June 2025	12	12 bank reconciliations prepared by June 2025	Budget and Treasury	Own Funding	OPEX	3 bank reconciliations prepared	3 bank reconciliations prepared	3 bank reconciliations prepared	3 bank reconciliations prepared	Bank reconciliations
11.	Number of financial management policies reviewed and adopted by Council by June 2025	10	10 Financial management policies reviewed and adopted by Council by June 2025	Budget and Treasury	Own Funding	OPEX	N/A	N/A	N/A	10 Financial management policies reviewed and adopted by Council	Council resolution
12.	Number of section 71 reports compiled and submitted to Provincial Treasury within 10 days	12	12 Section 71 reports compiled and submitted to Provincial Treasury within 10 days	Budget and Treasury	Own Funding	OPEX	3 Section 71 reports compiled and submitted to Provincial Treasury	3 Section 71 reports compiled and submitted to Provincial Treasury	3 Section 71 reports compiled and submitted to Provincial Treasury	3 Section 71 reports compiled and submitted to Provincial Treasury	Section 71 reports, email, or acknowledgement letter

INITIALS: *AC* *MIS*

INDICATOR NO.	KEY PERFORMANCE INDICATORS/MEASURABLE OBJECTIVE	BASELINE E 2023/24	ANNUAL TARGETS	PROGRAMME	FUNDING SOURCE	BUDGET	1 ST QUARTER TARGETS	2 ND QUARTER TARGETS	3 RD QUARTER TARGETS	4 TH QUARTER TARGETS	PORTFOLIO OF EVIDENCE
	as per the section 71 of MFMA by June 2025		submitted to Provincial Treasury within 10 days as per the section 71 of MFMA by June 2025				submitted to provincial Treasury within 10 days as per the section 71 of MFMA	provincial Treasury within 10 days as per the section 71 of MFMA	provincial Treasury within 10 days as per the section 71 of MFMA	Treasury within 10 days as per the section 71 of MFMA	
13.	To prepare and table draft & final annual budget to council by June 2025	1	Draft & final annual budgets prepared and tabled to council by June 2025	Budget and Treasury	Own Funding	OPEX & CAPEX	N/A	N/A	Draft annual budget prepared and tabled to council	Final Annual budget prepared and tabled to council	Annual Draft & final budgets and council resolution
14.	To compile and approve adjusted budget by June 2025	1	Adjusted budget compiled and approved by June 2025	Budget and Treasury	Own Funding	OPEX	N/A	N/A	1 Adjusted budget compiled and approved	N/A	Adjusted budget & council resolution
15.	To prepare & approve Mid-year budget report by Council by January 2025	1	Mid-year budget report prepared & approved by Council by January 2025	Budget and Treasury	Own Funding	OPEX	N/A	N/A	1 Mid-year budget report prepared & approved Council	N/A	Mid-Year Budget report; Council resolution

BUDGET AND TREASURY

KPA 4: GOOD GOVERNANCE AND PUBLIC PARTICIPATION: KPA WEIGHT =15%

STRATEGIC OBJECTIVE: IMPROVE GOOD GOVERNANCE AND ADMINISTRATION

INDICATOR NO.	KEY PERFORMANCE INDICATORS/MEASURABLE OBJECTIVE	BASELINE 2023/24	ANNUAL TARGETS	PROGRAMME	FUNDING SOURCE:	BUDGET	1 ST QUARTER TARGETS	2 ND QUARTER TARGETS	3 RD QUARTER TARGETS	4 TH QUARTER TARGETS	PORTFOLIO OF EVIDENCE
1.	To Maintain Unqualified Audit Opinion from Auditor-General South Africa by December 2025	1	Unqualified Audit Opinion from Auditor-General South Africa by December 2025	Budget and Treasury	Own Funding	OPEX	N/A	Unqualified Audit Opinion from Auditor-General South Africa by December 2024	N/A	N/A	AG Audit Report
2.	Percentage of Auditor-General queries resolved by June 2025	82%	100% Auditor-General queries resolved by June 2025	Budget and Treasury	Own Funding	OPEX	N/A	N/A	50 % Auditor-General queries resolved as per the plan	100% Auditor-General queries resolved as per the plan	Updated AG action plan
3.	Number of Operational risks reduced by June 2025		5 operational risk reduced by June 2025	Budget and Treasury	Own funding	OPEX	5 Operational risks reduced	5 Operational strategic risks reduced	5 Operational risks reduced	5 Operational risks reduced	Risk Management Report
4.	Frequent Monitoring of the departmental attendance register by June 2025		Weekly Monitoring of the departmental attendance register by June 2025	Budget and Treasury	Own funding	OPEX	Weekly Monitoring of the departmental attendance register	Weekly Monitoring of the departmental attendance register	Weekly Monitoring of the departmental attendance register	Weekly Monitoring of the departmental attendance register	Attendance register

7. PERFORMANCE WEIGHTINGS PER KEY PERFORMANCE AREAS

The criterion upon which the performance of the employee must be assessed consists of 2 components both of which must be contained in the performance agreement.

The employee will be assessed against both components, with a weight of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs), respectively. Each area of assessment will be weighted and will contribute a specific part to the total score. KPAs covering the main areas of work will account for 80% and CCR will account for 20% of final assessment.

Table B: WEIGHTING ON KPAs

KEY PERFORMANCE AREAS	WEIGHT
Municipal Institutional Development and Transformation	12%
Basic Service Delivery	15%
Local Economic Development (LED)	0%
Municipal Financial Management and Viability	58%
Good Governance and Public Participation	15 %
Spatial Rationale	0 %
TOTAL WEIGHTING	100%

TABLE C: CORE COMPETENCY REQUIREMENTS (CCRs)

CORE MANAGERIAL COMPETENCIES:	Weight (75%)
Strategic Capability and Leadership	10
Programme and Project Management	10
Financial Management(compulsory)	10
Change Management	5
Knowledge Management	10
Service Delivery Innovation	5
Problem Solving and Analysis	5
People Management and Empowerment(compulsory)	10
Client Orientation and Customer Focus(compulsory)	10
CORE OCCUPATIONAL COMPETENCIES:	Weight (25%)
Interpretation of and implementation within the legislative and national policy frameworks	5
Knowledge of developmental local government	5
Knowledge of more than one functional municipal field/discipline	5
Competence as required by other national line sector Departments	5
Exceptional and dynamic creativity to improve the functioning of the municipality	5
Total	100%

8. PERFORMANCE EVALUATION

Performance evaluation will be done in line with section 23(c) of the Performance Regulation of 2006: Performance Regulation of Managers Reporting to the Municipal Manager and the Municipal Manager.

9. STANDARD RATING SCHEDULE

	Score	Definition
Outstanding Performance	5	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
Performance Significantly Above Expectations	4	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
Fully Effective	3	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results

		against all significant performance criteria and indicators as specified in the PA and Performance Plan.
Not Fully Effective	2	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.
Unacceptable Performance	1	Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement. Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

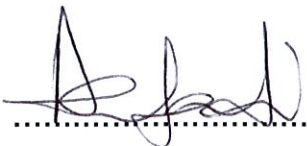
10. PERSONAL DEVELOPMENT PLANS (PDP)

Section 29 of the Performance Regulation of 2006 requires that managers must develop personal Development Plan that must address all gaps and this plan must be part of the performance agreement.

This performance is signed in line with the Municipal Finance Management Act 56 of 2003. All s57 Managers are required performance plan and sign performance agreements with the accounting officer.

This performance plan serves as an Annexure to the signed Performance Agreement.

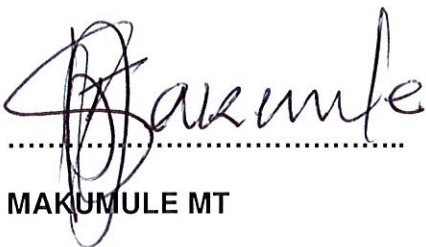
11. SIGNATURES


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MUFAMADI A.C
CHIEF FINANCIAL OFFICER

05-07-2024

DATE


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MAKUMULE MT
MUNICIPAL MANAGER

05-07-2024

DATE